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## OIP's Website - A Quick Tour

# Laws, Rules, Opinions, Guidance . . . and More

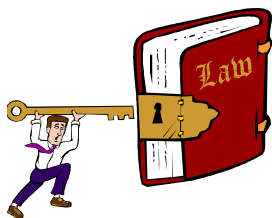
In 2003 OIP redesigned its website to give it the appearance and accessibility that it features today. In the years since then, OIP has continued to add to the site's substantial content. Here's a quick tour, which you can follow along at [www.hawaii.gov/oip](http://www.hawaii.gov/oip).

## Homepage

The homepage has a short summary of OIP's charge—to administer Hawaii's open records law ("UIPA") and open meetings law ("Sunshine Law"). It has contact information, and a navigation bar on the left.

## Laws, Rules, Opinions

Click on "Laws/ Rules/ Opinions" to see the heart of the OIP site. The first choice on this page is **Uniform Information Practices Act ("UIPA")**, which contains the full text of the open records law, as well as a 44-page guide to the law.



Select the second choice, **Sunshine Law**, to see the full text of Hawaii's open meetings law, along with a 64-page guide to the law. This

page also contains a link to the State Calendar, which lists meeting notices for State boards and commissions.

Select the third choice, **Rules**, to view OIP's administrative rules, "Agency Procedures and Fees for Processing Government Records Requests," and a quick guide to the rules.

Finally, select the fourth choice, **Opinions**, to see summaries and full text of all of OIP's 327 formal opinion letters, back to OIP's first days in 1989. This page also features a subject matter index, a Sunshine Law index, a table of statutes, and summaries of OIP's most recent informal opinion letters.

## Forms

The second button on the navigation bar takes you to the forms page, where you can view and print **forms for the public** ("Request to Access a Government Record" and "Request for Assistance to the Office of Information Practices"), **forms for government agencies** ("Notice to Requester" and "Acknowledgment to Requester"), and **forms for boards** ("Public Meeting Notice Checklist" and "Request for OIP's Concurrence for a Limited Meeting").

## Openline, Guidance

The third button on the navigation bar brings up the current and past issues of OIP's newsletter, *Openline*, as well as recent announcements and guidance. The guidance page includes "FAQs: Basic Q&A on Access to Government Records," "Disclosure of Personnel Records," "Disclosure of Agency Records and Information to Auditors," and the "Public Meeting Notice Checklist."

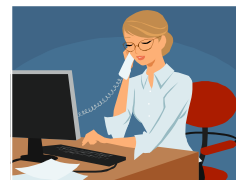
## Reports

The fourth button on the navigation bar takes you to OIP's annual reports, including the most recent report (for fiscal year 2008) and back to the report for fiscal 2000.

## Related Links, Search

The navigation bar also directs you to links related to freedom of information sites in other states and other countries, as well as Hawaii State Government and Hawaii's Campaign Spending Commission, Office of Elections, and State Ethics Commission.

Clicking on the Search button takes you to a feature that allows you to search the OIP site by key word.



Another button on the navigation bar leads to the Records Report System, a database that describes record titles maintained by State and county agencies.

Finally, you can select the What's New button to see the latest additions to the site. 